

**MINUTES
METROPOLITAN CIVIL SERVICE COMMISSION**

APRIL 8, 2003

The Metropolitan Civil Service Commission met for their regularly scheduled meeting on [April 8, 2003](#) in the Civil Service Conference Room, Suite 163, 222 Building, Third Avenue North, Nashville, Tennessee, at approximately 8:29a.m.

Commission Members present: Chairman William H. Farmer, Vice-Chairman R. Steve Corbitt, Mr. Michael C. Allen, Ms. Janet Rachel and Mr. Greg Rodriguez.

Other Members present: Mr. John W. Lynch, Director of Human Resources, Mr. Randy Lovett, Assistant Director of Human Resources, and Mr. Mike Safley, Metro Legal Department - Attorney.

MINUTES: Chairman Farmer called the meeting to order and said the first order of business was to determine if there were any amendments, corrections or questions of the minutes from the last regular meeting held on [March 11, 2003](#). *With no corrections, nothing further was noted and Vice-Chairman Corbitt moved for approval. Commissioner Allen seconded and the Commission approved without objection.*

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>CARING FOR CHILDREN</u>			
* Miller, Sharon	Program Specialist 3	Class Change	03/27/03
* Lateral class change from Social Worker 3 (SR10) to Program Spec 3 (SR10).			

CODES ADMINISTRATION

Nethery West, Karene	Administrative Specialist	Promotion	03/01/03
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EMERGENCY COMMUNICATIONS CENTER

* McWright, Richard G.	Emergency Comm Ctr Manager	Dept Transfer/Promotion	03/01/03
* Mallory, Jeanne C.	Emergency Comm Ctr Manager	Dept Transfer/Promotion	03/01/03
* Jones, Charles E	Emergency Comm Ctr Manager	Dept Transfer/Promotion	03/01/03

* Transfer from the Police Department/Promotion.

FINANCE

* Robert R. Barrett	Finance Officer 2	Voluntary Reduction in Salary Grade	03/16/03
Martin, Mitzi F.	Finance Assistant Director	Promotion	03/01/03
Yates, Cinthia A.	Application Tech 1	New Hire	03/11/03
Yates, Laura E.	Finance Officer 1	New Hire	03/01/03

* Voluntary reduction in salary grade from Finance Officer 3 to Finance Officer 2

FIRE**APPOINTMENTS**

NAME	CLASSIFICATION	TYPE	DATE
* Himes, Brian D	Emergency Medical Tech 2	Class Change	02/18/03
** Williams, Patrick L.	Fire Inspector 1	Class Change/Lateral	03/16/03
^ Deering, Billy J	Fire Inspector 1	Dept Transfer/Class Change	03/16/03
Kelly Jr., John L.	Fire Inspector 1	Re-Hire	03/16/03
Law, Robert W.	Fire Inspector 1	New Hire	03/16/03
^^ Napier, Michael K.	Paramedic 1	Class Change	02/18/03
^^ Sessions, Scott C.	Paramedic 1	Class Change	02/18/03

* Class Change from EMT1 To EMT2.

**Lateral class change from Fire Fighter 2 to Fire Inspector 1.

^ Transfer from Codes to Fire, lateral class change from Building Inspector 2 (SR10) to Fire Inspector 1 (PS4)

^^ Class change from EMT1 to Paramedic 1.

GENERAL SERVICES

* Schnakenberg, Donald	Automotive Shop Supervisor	Re-Classification	03/01/03
Foglesong Jr., James S	Automotive Shop Supervisor	Promotion	02/16/03
* Moore, Steven B	Equipment & Supply Clerk 2	Re-Classification	03/05/03
Kolander, Mark S.	Administrative Services Manager	New Hire	03/01/03

* Re-Classification due to a job audit performed by Human Resources.

HUMAN RESOURCES

Johnson, Benjamin E.	Human Resources Assistant 1	New Hire	03/16/03
Felton, Sharon C.	Human Resources Analyst 3	New Hire	02/28/03
* Allen, Reba J.	Human Resources Assistant 2	Vol Reduction In Salary Grade	03/01/03

* Reduction from Human Resources Analyst 2 (SR10) to Human Resources Assistant 2 (SR7)

INFORMATION TECHNOLOGY

Rohrbach, Wade	Computer Operator 2	New Hire	03/01/03
* Gray, Carlton W.	Info Systems Division Manager	Transition To Civil Service	03/16/03
Law, Larry D.	Info Systems Manager	Promotion	03/01/03
Runion, Houston S.	Info Systems Tech 1	Promotion	03/16/03

* To Civil Service From Temporary Status.

PARKS

Waterman, Earnest L.	Maintenance & Repair Worker 2	Promotion	03/01/03
Webb, Jerry M.	Maintenance & Repair Worker 2	Promotion	03/01/03
Riche, Terrence L.	Info Systems Analyst 1	New Hire	03/01/03
Gmerek, Barbara A.	Application Tech 1	Promotion	03/16/03
Brown, Lori A.	Office Support Rep 2	Promotion	03/01/03
Magalei, Lullette R.	Office Support Rep 2	New Hire	03/01/03

APPOINTMENTS

<u>NAME</u>	<u>CLASSIFICATION</u>	<u>TYPE</u>	<u>DATE</u>
<u>POLICE</u>			
Greer, Leland	Computer Operator 1	New Hire	03/16/03
Savage, Deborah J	Police Exec Assistant	Promotion	03/16/03
* Hite, Foster D.	Police Officer 2	Return From IOD Pension	03/01/03
* Sulfridge, Frederick S.	Police Officer 2	Return From IOD Pension	03/01/03
Cater, Clarissa A.	Police Operations Assistant 1	New Hire	03/01/03
Keith, Angela K.	Police Operations Assistant 1	New Hire	03/01/03
^ Merithew, Keyne R.	Police Operations Coordinator 1	Transition to Civil Service	03/01/03

* Return from IOD Pension to same classification.

^ To Civil Service from Part Time Status.

PUBLIC LIBRARY

* McCormac, Sherrie D.	Circulation Asst 1	Transition to Civil Service	03/01/03
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* To Civil Service from Part Time status.

PUBLIC WORKS

Davidson, Daniel E.	Customer Service Manager	Promotion	03/16/03
Harlan, Javian M.	Maintenance & Repair Worker 1	New Hire	03/16/03
Wahlstrom, Sharon K.	Finance Manager	New Hire	03/01/03
Baril, Christopher S.	Equipment Operator 3	New Hire	03/16/03
Hale, Randy L.	Maintenance & Repair Worker 2	Promotion	03/01/03
Neville, Jeremy J.	Maintenance & Repair Worker 2	Promotion	03/16/03
Patterson, Brandi M.	Office Support Rep 1	New Hire	03/01/03
Stanfield, Steffany A.	Office Support Rep 2	Promotion	03/16/03

SHERIFF

Barnes, Curtis R	Correctional Officer 1	Re-Hire	03/16/03
Maki, William R	Correctional Officer 1	Re-Hire	03/16/03
* Keefe, Yolanda M	Correctional Officer Lieutenant	Re-Employment	03/01/03

* Re-Employment to the same classification.

SOCIAL SERVICES

Cleveland, Christine T.	Health Care Worker Senior	New Hire	03/01/03
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WATER AND SEWER

* Shelton, Steve D.	Maintenance & Repair Worker 1	Department Transfer	03/16/03
* Bass, Ray E.	Maintenance & Repair Worker 1	Department Transfer	03/16/03
McKnight, Debra F	Treatment Plant Tech 1	Promotion	03/16/03
* Jackson, Mickey	Equip Operator 2	Dept Transfer	03/16/03
* Potts, Clifford D.	Equip Operator 2	Dept Transfer	03/16/03
* Carnduff, Kenneth M.	Equip Operator 3	Dept Transfer	03/16/03
* Scott, Robby G.	Maintenance & Repair Worker 2	Dept Transfer	03/16/03
^ Woelk Jr., George W.	Masonry Worker	Dept Transfer/Promotion	03/16/03
Williams, Valerie G.	Environmental Compliance Officer	New Hire	03/01/03
Nunley, Steven A.	Technical Specialist 1	Promotion	03/01/03

* Transfers from Public Works to the Water Department (Storm Water), same classification.

^ Transfer from Public Works to the Water Department (Storm Water), promotion.

MOTION: *After some discussion, Vice-Chairman Corbitt moved for approval of the appointments as listed above. Seconded by Commissioner Allen and the Commission approved without objection.*

TERMINATIONS/ PENSIONS

<u>Name</u>	<u>Classification</u>	<u>Type</u>	<u>Department</u>	<u>Date</u>
McClain, Charles O.	Fire Captain	Pensioned	Fire	02/28/03
Foster, Ervin J.	Communications Manager	Pensioned	Information Technology	02/28/03
Fyke, James H.	Parks & Recreation Dir	Pensioned	Parks	07/15/03
Elmore, David O	Police Sergeant	Pensioned	Police	02/28/03
Eckert, Stanley L	Police Officer 2	Resignation	Police	02/28/03
Wells, Jeff	Police Officer 2	Resignation	Police	03/10/03
Harris Jr., Ernest L.	Police Security Guard 1	Deceased	Police	03/07/03
Robinson, Brian S	Police Officer 2	Resignation	Police	02/27/03
Prince, Clifford B.	Circulation Assistant 1	Resignation	Public Library	02/27/03
Vaught, Robert D.	Maintenance & Repair Wkr 2	Resignation	Public Works	03/06/03
Searcy, Michael E.	Correctional Officer Sgt	Pensioned	Sheriff	02/23/03
Patterson, Casey W.	Correctional Officer 1	Resignation	Sheriff	03/08/03
Minney II, Edward D.	Correctional Officer 1	Dismissal	Sheriff	03/01/03
Anderson, Joyce M	Health Care Worker Sr.	Resignation	Social Services	02/28/03
Petty, Shirley J.	Administrative Assistant	Pensioned	Water And Sewer	02/25/03

MOTION: *Vice-Chairman Corbitt moved to accept the Termination / Pension Report for the dates and reasons stated. Seconded by Commissioner Allen and the Commission approved without objection.*

ELIGIBILITY REGISTER REPORT

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Program Supervisor	Open	Codes
Applications Tech 1 - Accounts Payable	Open	Finance
Administrative Service Officer 4 - Parts & Fuel	Open	General Services -Fleet
Equipment Mechanic - Certified	Open	General Services -Fleet
Finance Asst Director - Operations	Dept	Finance
HR Analyst 3 - Communications	Open	Human Resources

ELIGIBILITY REGISTER REPORT

<u>Classification</u>	<u>Type</u>	<u>Requesting Department</u>
Professional Spec - Project Mgt	Open	Human Resources
Information Systems Tech 1 - Web	Dept	Info Systems
Paralegal	Open	Juvenile Court
Administrative Specialist - Parks	Dept	Parks
Office Support Specialist 2	Dept	Police
Customer Service Manager - Legislative	Open	Public Works
Maintenance & Repair Leader 1 - Patch Crew	Dept	Public Works
Maintenance & Repair Leader 2 - Tree Crew	Dept	Public Works
Office Support Spec 2 - Customer Service	Dept	Public Works
Correctional Officer Sergeant	Dept	Sheriff's Office
Social Worker 3 - Richland Village	Open	Social Service
Treatment Plant Tech 1 - Whites Creek	Dept	Water Service
Environ Compliance Officer 2	Open	Water Service
Maintenance & Repair Worker 2 - Stormwater	Open	Water Service
Masonry Worker - Stormwater	Open	Water Service

REGISTERS ABOLISHED

<u>Date Established</u>	<u>Classification</u>	<u>Register</u>	<u>Number On Register</u>
05/08/01	Concessions Clerk II - Golf	Open	23
05/02/01	Golf Course Asst Manager	Dept	03
08/29/00	Information Systems Specialist	Open	09
02/07/02	Engineering Tech 3	Open	28
08/29/01	Program Spec 3 - Caring For Children	Open	47
05/09/02	Engineering Tech 2 - SS/Cross Con	Dept	03
05/09/02	Engineering Tech 3 - SS/Cross Con	Dept	05
09/10/01	Office Support Rep 3 - Customer Service	Dept	03

MOTION: Vice-Chairman Corbitt moved to accept the Register Report as submitted. Seconded by Commissioner Allen and the Commission approved without objection.

DEPARTMENTAL ITEMS

EMERGENCY COMMUNICATION CENTER

REQUEST: Ms. RoxAnn Brown, Director, requested approval of Increment Advances effective March 16, 2003 for the following:

<u>NAME</u>	<u>TITLE</u>	<u>STEP</u>	<u>AMOUNT</u>
Carol Farris	Emergency Telecommunicator 3	SR09/Step 07 To Step 09	\$40,608 42,864
Helen Owen	Emergency Telecommunicator 3	SR09/Step 08 To Step 10	41,736 43,992
Carmelita Wallace	Emergency Telecommunicator 3	SR09/Step 08 To Step 10	41,736 43,992

Angela Coleman	Emergency Telecommunicator	3	SR07/Step 01 To Step 03	27,496 29,328
Terri Powell	Emergency Telecommunicator	3	SR09/Step 07 To Step 09	40,608 42,864
Alisa Utley	Emergency Telecommunicator	3	SR09/Step 05 To Step 07	38,352 40,608
Tanya Stone	Emergency Telecommunicator	3	SR09/Step 05 To Step 07	38,352 40,608
Kristina Carter	Emergency Telecommunicator	3	SR09/Step 02 To Step 04	34,968 37,224
Tricia Cummando	Emergency Telecommunicator	3	SR09/Step 02 To Step 04	34,968 37,224

The following increment advances will be effective April 1, 2003

Tammy Coleman	Emergency Telecommunicator	3	SR09/Step 06 To Step 08	39,480 41,736
Shannon Duncan	Emergency Telecommunicator	3	SR09/Step 05 To Step 07	38,352 40,608
Sharon Evans	Emergency Telecommunicator	3	SR09/Step 06 To Step 08	39,480 41,736
Brandon Graves	Emergency Telecommunications Training Officer		SR09/Step 02 To Step 04	34,968 37,224
Brandon Hall	Emergency Telecommunications Training Officer		SR09/Step 02 To Step 4	34,968 37,224
Connie Milligan	Emergency Telecommunicator	3	SR09/Step 06 To Step 08	39,480 41,736
Jeremy Tidwell	Emergency Telecommunicator	3	SR09/Step 02 To Step 04	34,968 37,224
Jackie Vincent	Emergency Telecommunicator	3	SR09/Step 02 To Step 04	34,968 37,224
Kay Wood	Emergency Telecommunicator	3	SR09/Step 01 To Step 03	33,840 36,096
Dorothy Clark	Emergency Telecommunicator	3	SR09/Step 08 To Step 10	41,736 43,992
Cindy Shaffer	Emergency Telecommunicator	3	SR09/Step 02 To Step 04	34,968 37,224

Mr. Billy Lynch said this request is for those employees who obtained their EMD license and work in the Emergency Communications Center.

MOTION: *After some discussion, Vice-Chairman Corbitt moved for approval of the requests as listed above. Seconded by Commissioner Rodriguez and the Commission approved without objection.*

LATE ITEM

EMERGENCY COMMUNICATION CENTER

REQUEST: Ms. Roxann Brown, Director, requested approval for the following increment advances to be effective March 1, 2003.

<u>NAME</u>	<u>TITLE</u>	<u>STEP</u>	<u>AMOUNT</u>
Taffy Ambrose	Emergency Telecommunicator 3	SR09/Step 05 To Step 07	38,352 40,608
Donald Beasley	Emergency Telecommunicator 3	SR09/Step08 To Step 10	41,736 43,992
Lynette Campbell	Emergency Telecommunicator 3	SR09/Step02 To Step 04	34,968 37,224
Anne Cannady	Emergency Telecommunicator 3	SR09/Step 07 To Step 09	40,608 42,864
Lisa Huey	Emergency Telecommunicator 3	SR09/Step 05 To Step 07	38,352 40,608
Leah McGraw	Emergency Telecommunicator 3	SR09/Step 01 To Step 03	33,840 36,096
Phyllis Perry	Emergency Telecommunicator 3	SR09/Step 02 To Step 04	34,968 37,224

Ms. Brown said ECC has completed the training for over 100 employees in EMD certification.

MOTION: *After some discussion, Vice-Chairman Corbitt moved for approval of the requests as listed above. Seconded by Commissioner Rodriguez and the Commission approved without objection.*

FINANCE

REQUEST: Mr. David Manning, Director, represented by Mr. Joe Palmer, requested approval of a \$2,000 Employee Bonus Award For Ms. Dawn Clark, Systems Advisor I.

Mr. Palmer said Ms. Clark has worked toward the successful implementation of the J.D. Edwards World Software for schools. She has worked on her regular assigned duties while setting up and converting the files.

MOTION: *After some discussion, Vice-Chairman Corbitt moved for approval of the requests as listed above. Seconded by Commissioner Rodriguez and the Commission approved without objection.*

LATE ITEM
FINANCE

REQUEST: Mr. David Manning, Director, represented by Ms. Mitzi Martin, requested approval for a Transition Above Base appointment from an eligibility list, for Ms. Lanitria Joyce Bentley, Application Tech 1, Step 2, effective April 21, 2003. SR07

Ms. Martin said Ms. Bentley is currently employed by Bordeaux Hospital as an Accounting Assistant and has over nine years work experience, including FASTnet, Accounts Payable and Accounting.

MOTION: *After some discussion, Commissioner Rachel moved for approval of the requests as listed above. Seconded by Vice-Chairman Corbitt and the Commission approved without objection.*

SOCIAL SERVICES

REQUEST: Ms. Carolyn Chamberlain, Assistant Director, represented by Ms. Rene Pratt, requested approval to Hire Above Base Ms. Christine Cleveland, Health Care Worker Senior, Step 10, effective April 16, 2003.

Ms. Pratt said Ms. Cleveland has twenty-nine years of experience as a LPN and has excellent time management and organizational skills. She will enhance the quality of care given to the residents.

MOTION: *After some discussion, Vice-Chairman Corbitt moved for approval of the requests as listed above. Seconded by Commissioner Rodriguez and the Commission approved without objection.*

HUMAN RESOURCES

Mr. John W. Lynch, Director, submits the following for the Commission's consideration and appropriate action:

- (1: Request from Attorney Bob Lynch, for the Commission to review the Civil Service status of a former employee with the Metropolitan Tax Assessor's Office. (Continued from March 11, 2003)

Attorney Bob Lynch, who represented Mr. Clifford Bell, a former Training Specialist with the Office of the Assessor of Property, requested the Civil Service Commission to review and consider the claim that Mr. Bell was a Civil Service employee. Mr. Bell was hired effective January 1, 2002 and was terminated from the Assessor's Office on September 2, 2002. Mr. Bell did not complete the requirements to be a Civil Service employee and the appointment was not reported to the Civil Service Commission for approval.

Mr. Bob Lynch, Attorney for Mr. Bell and Ms. Kelli Haas, Attorney for Metropolitan Legal Department, were present before the Civil Service Commission. Both made oral arguments before the commission.

MOTION: *After much discussion, Commissioner Allen moved to deny the appeal by Mr. Bell that his former employment with the Tax Assessor was Civil Service. Seconded by Commissioner Rachel and the Commission approved without objection.*

(2: Request to approve Benefit Board Election Plan – Retired Employee Representative May 2003

Mr. Jim Lynch said the Human Resources Department would be conducting an election for the Retired Benefit Board Representative during the month of May. Election Notices and Ballots will be sent out to all eligible retirees and the person elected will assume office on July 1, 2003.

MOTION: *After some discussion, Vice-Chairman Corbitt moved for approval of the request as listed above. Seconded by Commissioner Rachel and the Commission approved without objection.*

(3: Review of Initial Order – Donald Ridley, Fire/Demotion

ACTION: *This item was deferred*

(4: Request consideration for revision to Civil Service Policy 4.12 – Special Military Leave/Pay Plan Amendment, and approval to conduct a Special Called Meeting immediately following the regular scheduled meeting, to consider the policy/ pay plan amendment.

Mr. Ron Deardorff said proposed revisions to the policy include (1) removing the \$1,000 cap and (2) broadening the language so that it is clear that military operations undertaken subsequent to the events of September 11, 2001 are covered. Mr. Lynch said he wants to make sure Metro employees who are called to duty are not penalized while performing their duty to protect the United States.

MOTION: *After some discussion, Vice-Chairman Corbitt moved for approval to have a Special Called Meeting to consider revisions to Policy 4.12 – Special Military Leave/Pay Plan Amendment immediately following the regular meeting. Seconded by Commissioner Rachel and the Commission approved without objection.*

LATE ITEM

(5: Update on Legislative / Elected Officials salaries (Information Only)

Mr. Billy Lynch said a committee was appointed to look at the Legislative/Elected Officials salaries in Metro. Those positions include the Mayor, Vice-Mayor, Council, and Elected Officials. Certain Elected Officials salaries are set by the State, but under new legislation, compensation may be supplemented by actions of the local legislative body. Mercer Compensation Consultants, have been asked to assist the Human Resources Department in developing compensation survey data from various cities in the southeast region.

Compensation survey data will be provided for (1) Mayor, (2) Vice-Mayor and Council and (3) Elected Officials. This information should be submitted in May to the Civil Service Commission. Mr. Lynch said Mercer representatives would make a presentation to the Commission at that time.

ACTION: None taken.

LATE ITEM

(6: Update on Police Chief recruitment (Information Only)

Chairman Farmer said that he had a conversation with the Administration about the recruitment process for Chief of Police. Deputy Police Chief Deborah Faulkner has been appointed to serve as Interim Police Chief until such time the recruitment process is completed.

ACTION: *None taken*

(7: Communiqués from the public on pending hearings

None.

With nothing further presented, the meeting adjourned at 9:23 a.m.

ATTEST:

APPROVED:

*Mr. John W. Lynch, Director
Civil Service Commission*

*Mr. William H. Farmer, Chairman
Civil Service Commission*